

**Marshall District Library  
Marshall, Michigan**

**FINANCIAL STATEMENTS**

**June 30, 2008**

Marshall District Library

Marshall, Michigan

June 30, 2008

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Marshall District Library

TABLE OF CONTENTS

June 30, 2008

	<u>Page</u>
INDEPENDENT AUDITOR'S REPORT	i
MANAGEMENT'S DISCUSSION AND ANALYSIS	ii-v
BASIC FINANCIAL STATEMENTS	
Government-wide Financial Statements:	
Statement of Net Assets	1
Statement of Activities	2
Fund Financial Statements:	
Governmental Funds Balance Sheet	3-4
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Assets	5
Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	6-7
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	8
Notes to Financial Statements	9-19
REQUIRED SUPPLEMENTARY INFORMATION	
Budgetary Comparison Schedule - General Fund	20
Budgetary Comparison Schedule - Hughes Trust Fund	21
OTHER SUPPLEMENTARY INFORMATION	
Combining Balance Sheet - Nonmajor Governmental Funds	22
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - Nonmajor Governmental Funds	23

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees  
Marshall District Library  
Marshall, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Marshall District Library as of and for the year ended June 30, 2008, which collectively comprise the Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Marshall District Library's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Marshall District Library as of June 30, 2008, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and budgetary comparison information, as identified in the table of contents, are not required parts of the basic financial statements but are supplementary information required by the Government Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Marshall District Library's basic financial statements. The accompanying other supplementary information, as identified in the table of contents, is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The other supplementary information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Abraham & Gaffney, P.C.*

ABRAHAM & GAFFNEY, P.C.  
Certified Public Accountants

November 3, 2008

## Marshall District Library

### MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2008

#### **Financial Reporting**

The Marshall District Library, (the "Library") has continued to revise and improve its financial report document as a result of standards set by the Governmental Accounting Standards Board (GASB). The intent of these new standards is to provide citizens, taxpayers, and library users with a better understanding of how the Library's money and other assets are managed.

The standards set by GASB are intended to give the reader of this annual financial report a better understanding of the financial status of the Library by introducing accounting rules and systems that are common in the private sector. This report represents a broad picture of the Library's financial status. Through the comprehensive reporting of assets and liabilities, the reader should have a greater understanding of the Library's financial health.

The Library administration's discussion and analysis of financial performance provides an overview of the Library's financial activities for the fiscal year ended June 30, 2008. Please read it in conjunction with the Library's financial statements which immediately follow this section.

#### **Financial Highlights**

As discussed in further detail in this section, the following represents the most significant financial highlights for the year ended June 30, 2008:

- The assets of the Library exceeded its liabilities at the end of the most recent fiscal year by \$1,392,171 (net assets) at the government-wide level.
- The Library's total net assets increased by \$188,124, as a result of current year activity at the government-wide level. This increase was primarily due to the legal settlement with the contractors concerning the original construction of the building.
- At the close of the fiscal year, the Library's governmental funds reported a combined fund balance of \$542,327.
- Interest income was higher than anticipated due to an increase in available funds for investing and slightly favorable interest rates.

#### **Using this Annual Report**

This annual report consists of a series of financial statements. The statement of net assets and the statement of activities provide information about the activities of the Marshall District Library as a whole and present a longer-term view of the Library's finances. This long-term view uses the accrual basis of accounting so that it can measure the cost of providing services during the current year.

The fund financial statements present a short-term view; they tell us how the taxpayers' resources were spent during the year, as well as how much is available for future spending. Fund financial statements also report the operations of the Marshall District Library in more detail than the government-wide financial statements by providing information about the Library's most significant funds.

Marshall District Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2008

**The Library as a Whole**

The following table shows, in condensed format, the net assets as of June 30, 2008 and 2007.

	<u>2008</u>	<u>2007</u>
<b>Assets</b>		
Current assets	\$ 531,405	\$ 546,562
Capital assets, net	<u>2,297,133</u>	<u>2,245,937</u>
Total assets	2,828,538	2,792,499
<b>Liabilities</b>		
Current liabilities	186,774	192,959
Noncurrent liabilities	<u>1,249,593</u>	<u>1,395,493</u>
Total liabilities	1,436,367	1,588,452
<b>Net Assets</b>		
Invested in capital assets, net of related debt	921,112	722,288
Restricted	9,284	30,043
Unrestricted	<u>461,775</u>	<u>451,716</u>
<b>Total net assets</b>	<b><u>\$ 1,392,171</u></b>	<b><u>\$ 1,204,047</u></b>

The Library's total net assets were \$1,392,171 at June 30, 2008, an increase of \$188,124 over the total net assets at the end of the previous fiscal year. Unrestricted net assets (the part of net assets that can be used to finance day-to-day operations) were \$461,775 at the end of the fiscal year, an increase of \$10,059 over the previous year end. The net assets invested in capital assets were at \$921,112, an increase of \$198,824 over the previous fiscal year. These improved balances relate directly to the increased revenue generated as a result of the voters' passage of an increased 0.693 mills of operating millage in November 2004, to higher than expected interest income on investments, and to monetary gifts received from community members in support of library programs and services.

The following table shows the changes in fund balances during the current and previous years.

	<u>2008</u>	<u>2007</u>
<b>Revenues</b>		
Program revenue:		
Charges for services	\$ 23,825	\$ 21,071
Operating grants and contributions	57,167	28,295
General Revenue:		
Property taxes	985,672	968,796
State shared revenues	13,222	27,607
Penal fines	53,243	62,711
Interest earnings	17,769	24,399
Miscellaneous	<u>101,036</u>	<u>3,364</u>
Total revenues	1,251,934	1,136,243
<b>Program Expenses</b>		
Library services/recreation and cultural	1,009,288	989,690
Interest on long-term debt	<u>54,522</u>	<u>63,323</u>
Total expenses	<u>1,063,810</u>	<u>1,053,013</u>
<b>Change in Net Assets</b>	<b><u>\$ 188,124</u></b>	<b><u>\$ 83,230</u></b>

## Marshall District Library

### MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2008

#### **Governmental Activities**

The Library's governmental revenues totaled \$1,251,934 with the greatest revenue source being property taxes levied by the district. Property taxes make up approximately 79 percent of total governmental revenue.

The Library incurred expenses of \$1,063,810 during the year. As a special purpose government entity, substantially all of the governmental expenses incurred, other than expenses related to the repayment of debt, are associated with the library service function.

#### **The Library's Funds**

The analysis of the Library's major funds begins on page 3, following the government-wide financial statements. The fund financial statements provide detailed information about specific funds, not the Marshall District Library as a whole. The Marshall District Library's Board of Trustees may create funds to help manage money for specific purposes as well as to show accountability for certain activities. The Library's major funds for the fiscal year ended June 30, 2008 were the General Fund, the Hughes Trust Fund, and the 2006 Refunding Bonds Debt Service Fund.

The General Fund pays for the Library's governmental services. The sole service provided during the fiscal year was library service, which incurred expenditures of \$1,260,917 for the fiscal year. The Hughes Trust Fund is used to supplement the General Fund operations. The Hughes Trust Fund incurred expenditures of \$1,175 during the fiscal year. Money transferred from the Hughes account to the operating fund totaled \$10,429 for purchases in accordance with donors' wishes. The Debt Service Fund pays the principal and interest as it becomes due for the Library's General Obligation Bonds payable.

#### **Budgetary Highlights**

During this fiscal year, the Marshall District Library expanded services, programs, and collections to respond to the needs of district residents. As a result of additional expenditures on the delivery of library services, statistics show a 4% increase in library card holders, an increase of 6% in the circulation of library materials, and that visits to the library increased by 3% over the previous fiscal year. Due to a Library Board decision to discontinue agreements to provide library services to contracting townships, the total service population of the Library District decreased from 18,180 in the previous fiscal year to 15,102 in July 2008. This service change reduced the number of eligible card holders but did not negatively impact on the steady increase in the total number of card holders at the end of the fiscal year.

The Library's General Fund budget was amended throughout the fiscal year, but not significantly. Total budgeted revenues were increased by approximately 5.7% of the original amounts budgeted. Total budgeted expenditures were decreased by less than 1% of the original amounts budgeted.

Actual revenues were approximately 3.4% lower than the final budget. The most significant variance in the revenue line items was noted in property taxes.

Although the final budgeted amounts for some line item expenditures in the General Fund were exceeded by actual expenditures, actual total expenditures were less than 1% lower than the final budget.

At the end of the fiscal year the Marshall District Library finds itself in a favorable financial position with a slight decrease in available funds for key services and investment potential for future needs.

Marshall District Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2008

**Capital Assets and Debt Administration**

At the end of the fiscal year, the Library had \$2,297,133 invested in land, building and additions, equipment, furniture, and books (net of accumulated depreciation). The main capital assets added were \$2,944 in buildings and additions, \$100,137 in equipment and furniture, and \$122,185 in collections (i.e., books, periodicals, audio, video, etc.).

No debt was issued during the fiscal year. The principal and interest payments for this fiscal year totaled \$203,025. The ten year refunded General Obligation Bonds for the library building project in 1996 had a balance of \$1,315,000 on June 30, 2008.

The only other long-term liability the Library had at June 30, 2008, was for compensated absences (as detailed in Note E) in the amount of \$20,358.

**Economic Factors and Next Year's Budget**

Subsequent to the end of the fiscal year, the Library Board of Trustees designated selected fund balances for ongoing building maintenance/repair and building interior improvements.

**Contacting the Library's Management**

This financial report is intended to provide our citizens, taxpayers, and library users with a general overview of the Library's finances and demonstrate the Library's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the Library Director's office at 124 West Green Street, Marshall, Michigan 49068.



## **BASIC FINANCIAL STATEMENTS**

## Marshall District Library

## STATEMENT OF NET ASSETS

June 30, 2008

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Current assets	
Cash and cash equivalents	\$ 428,392
Investments	79,573
Due from other governmental units	17,887
Prepaid expenses	<u>5,553</u>
Total current assets	531,405
Noncurrent assets	
Capital assets, not being depreciated	11,000
Capital assets, net of accumulated depreciation	<u>2,286,133</u>
Total noncurrent assets	<u>2,297,133</u>
TOTAL ASSETS	2,828,538
<b>LIABILITIES</b>	
Current liabilities	
Accounts payable	4,111
Other accrued liabilities	26,352
Accrued interest payable	9,525
Current portion of compensated absences	6,786
Current portion of long-term debt	<u>140,000</u>
Total current liabilities	186,774
Noncurrent liabilities	
Noncurrent portion of compensated absences	13,572
Noncurrent portion of long-term debt	<u>1,236,021</u>
Total noncurrent liabilities	<u>1,249,593</u>
TOTAL LIABILITIES	<u>1,436,367</u>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	921,112
Restricted for:	
Trust activities	5,750
Debt service	3,534
Unrestricted	<u>461,775</u>
TOTAL NET ASSETS	<u><u>\$ 1,392,171</u></u>

See accompanying notes to financial statements.

Marshall District Library

STATEMENT OF ACTIVITIES

Year Ended June 30, 2008

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Change in Net Assets
		Charges for Services	Operating Grants and Contributions	
Governmental activities:				
Recreation and cultural	\$ 1,009,288	\$ 23,825	\$ 57,167	\$ (928,296)
Interest and costs on long-term debt	54,522	-	-	(54,522)
Total governmental activities	<u>\$ 1,063,810</u>	<u>\$ 23,825</u>	<u>\$ 57,167</u>	(982,818)
General revenues:				
Property taxes				985,672
State shared revenue				13,222
Penal fines				53,243
Investment earnings				17,769
Miscellaneous				<u>101,036</u>
Total general revenues				<u>1,170,942</u>
Change in net assets				188,124
Net assets, beginning of the year				<u>1,204,047</u>
Net assets, end of the year				<u>\$ 1,392,171</u>

See accompanying notes to financial statements.

## Marshall District Library

## GOVERNMENTAL FUNDS BALANCE SHEET

June 30, 2008

	General	Special Revenue Hughes Trust	Debt Service 2006 Refunding Bonds
<b>ASSETS</b>			
Cash and cash equivalents	\$ 382,275	\$ 28,450	\$ -
Investments	1,703	69,983	2,137
Due from other governmental units	17,887	-	-
Due from other funds	-	-	10,922
Prepaid expenditures	5,553	-	-
<b>TOTAL ASSETS</b>	<b>\$ 407,418</b>	<b>\$ 98,433</b>	<b>\$ 13,059</b>
<b>LIABILITIES AND FUND BALANCES</b>			
<b>LIABILITIES</b>			
Accounts payable	\$ 4,111	\$ -	\$ -
Accrued payroll	23,481	-	-
Other accrued liabilities	2,871	-	-
Due to other funds	10,922	-	-
<b>TOTAL LIABILITIES</b>	<b>41,385</b>	<b>-0-</b>	<b>-0-</b>
<b>FUND BALANCES</b>			
Reserved for:			
Prepaid expenditures	5,553	-	-
Hughes nonexpendable principal	-	-	-
Unreserved			
Designated for debt service	-	-	13,059
Undesignated, reported in:			
General fund	360,480	-	-
Special revenue funds	-	98,433	-
<b>TOTAL FUND BALANCES</b>	<b>366,033</b>	<b>98,433</b>	<b>13,059</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 407,418</b>	<b>\$ 98,433</b>	<b>\$ 13,059</b>

See accompanying notes to financial statements.

Nonmajor Governmental Funds	Total Governmental Funds
\$ 17,667	\$ 428,392
5,750	79,573
-	17,887
-	10,922
-	5,553
<u>\$ 23,417</u>	<u>\$ 542,327</u>
\$ -	\$ 4,111
-	23,481
-	2,871
-	10,922
-0-	41,385
-	5,553
5,750	5,750
-	13,059
-	360,480
17,667	116,100
<u>23,417</u>	<u>500,942</u>
<u>\$ 23,417</u>	<u>\$ 542,327</u>

Marshall District Library

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET ASSETS

June 30, 2008

**Total fund balance - governmental funds** \$ 500,942

Amounts reported for the governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental funds.

The cost of capital assets is	\$ 3,855,962	
Accumulated depreciation is	<u>(1,558,829)</u>	
Capital assets, net		2,297,133

Long-term liabilities are not due and payable in the current period and therefore are not reported in the Governmental Funds Balance Sheet. Long-term liabilities at year-end consist of:

General obligation bonds	1,315,000	
Deferred amounts, net of accumulated amortization	61,021	
Accrued interest payable	9,525	
Compensated absences	<u>20,358</u>	
		<u>(1,405,904)</u>

**Net assets of governmental activities** \$ 1,392,171

See accompanying notes to financial statements.

Marshall District Library

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCES - GOVERNMENTAL FUNDS

Year Ended June 30, 2008

	General	Special Revenue Hughes Trust	Debt Service 2006 Refunding Bonds
REVENUES			
Taxes	\$ 804,881	\$ -	\$ 180,791
Intergovernmental	13,222	-	-
Fines and forfeits	53,243	-	-
Charges for services	23,825	-	-
Interest	13,297	3,357	600
Other	101,036	3,000	-
TOTAL REVENUES	1,009,504	6,357	181,391
EXPENDITURES			
Current			
Recreation and cultural	795,576	-	-
Other	-	1,175	-
Debt service			
Principal	-	-	140,000
Interest and fiscal charges	-	-	63,025
Capital outlay	224,402	-	-
TOTAL EXPENDITURES	1,019,978	1,175	203,025
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(10,474)	5,182	(21,634)
OTHER FINANCING SOURCES (USES)			
Transfers in	10,426	276	-
Transfers out	-	(10,426)	-
TOTAL OTHER FINANCING SOURCES (USES)	10,426	(10,150)	-0-
NET CHANGE IN FUND BALANCES	(48)	(4,968)	(21,634)
Fund balances, beginning of year	366,081	103,401	34,693
Fund balances, end of year	\$ 366,033	\$ 98,433	\$ 13,059

See accompanying notes to financial statements.

Nonmajor Governmental Funds	Total Governmental Funds
\$ -	\$ 985,672
-	13,222
-	53,243
-	23,825
515	17,769
<u>54,167</u>	<u>158,203</u>
54,682	1,251,934
36,739	832,315
-	1,175
-	140,000
-	63,025
-	<u>224,402</u>
<u>36,739</u>	<u>1,260,917</u>
17,943	(8,983)
-	10,702
<u>(276)</u>	<u>(10,702)</u>
<u>(276)</u>	<u>-0-</u>
17,667	(8,983)
<u>5,750</u>	<u>509,925</u>
<u>\$ 23,417</u>	<u>\$ 500,942</u>



Marshall District Library

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

Year Ended June 30, 2008

**Net change in fund balances - total governmental funds** \$ (8,983)

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported as expenditures in governmental funds. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Capital outlay	\$ 225,266	
Depreciation expense	<u>(174,070)</u>	
Excess of capital outlay over depreciation expense		51,196

Repayment of long-term debt and borrowing of long-term debt is reported as expenditures and other financing sources in governmental funds, but the repayment reduces long-term liabilities and the borrowings increase long-term liabilities in the statement of net assets. In the current year, these amounts consist of:

Amortization of deferred amounts on prior refunding	7,628	
Bond principal retirement	<u>140,000</u>	
Bond principal retirement and related items		147,628

Some items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. These activities consist of:

Decrease in accrued interest payable	875	
(Increase) in accrued compensated absences	<u>(2,592)</u>	
		<u>(1,717)</u>

**Change in net assets of governmental activities** \$ 188,124

See accompanying notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

June 30, 2008

**NOTE A: DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Marshall District Library (the Library) is a District library formed pursuant to the District Library Establishment Act (1989 Public Act 24) by an agreement between the City of Marshall and the townships of Eckford, Fredonia, Marengo and Marshall. The Library has a separate tax millage and governing board.

The Marshall District Library's goal is to provide materials and services, which will furnish opportunities for educational, informational, recreational, and cultural needs of the community. The Library's more significant accounting policies are described below.

1. Reporting Entity

As required by accounting principles generally accepted in the United States of America; GASB Statement 14, *The Financial Reporting Entity* (as amended by GASB Statement 39); and *Statement on Michigan Governmental Accounting and Auditing No. 5*, these financial statements present all financial activities of the Marshall District Library. The Marshall District Library has no activities that would be classified as component units.

2. Basis of Presentation

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The statement of net assets and the statement of activities (the government-wide statements) present information for the Library as a whole.

The statement of activities presents the direct functional expenses of the Library and the program revenues that support them. Direct expenses are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. Program revenues are associated with specific functions and include charges to recipients for goods or services and grants and contributions that are restricted to meeting the operational or capital requirements of that function. Revenues that are not required to be presented as program revenues are general revenues. This includes all taxes, interest, and unrestricted State aid payments and other general revenues and shows how governmental functions are either self-financing or supported by the general revenues of the Library.

FUND FINANCIAL STATEMENTS

The fund financial statements present the Library's individual major funds and aggregated nonmajor funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The major funds of the Library are:

- a. General Fund - The General Fund is the general operating fund of the Library. It is used to account for all financial resources not accounted for in other funds. General fund activities are financed by revenue from general property taxes, penal fines, and other sources.
- b. 2006 Refunding Bonds - The 2006 Refunding Bonds fund is a debt service fund used to account for the annual payment of principal, interest and expenses in connection with long-term debt for the Library.
- c. Hughes Trust (Special Revenue) - The Hughes Trust Fund is a special revenue fund used to account for the transfer of earnings from the Hughes Trust (Permanent) Fund and other donations to the Library and the proper expenditure of these donations.

NOTES TO FINANCIAL STATEMENTS

June 30, 2008

**NOTE A: DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**3. Measurement Focus**

The government-wide financial statements are presented using the economic resources measurement focus, similar to that used by business enterprises or not-for-profit organizations. Because another measurement focus is used in the governmental fund financial statements, reconciliations to the government-wide statements are provided that explain the differences in detail.

All governmental funds are presented using the current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

**4. Basis of Accounting**

Basis of accounting refers to the timing under which transactions are recognized for financial reporting purposes. Governmental fund financial statements used the modified accrual basis of accounting. The government-wide financial statements are prepared using the accrual basis of accounting.

Under the accrual basis of accounting, revenue is recorded in the period in which it is earned and expenses are recorded when incurred, regardless of the timing of related cash flows. Property tax revenue is recognized in the fiscal year for which it is levied. Revenues for grants, entitlements, and donations are recognized when all eligibility requirements imposed by the provider have been met. Deferred revenue is recorded when resources are received by the Library before it has legal claim to them, such as when grant monies are received prior to the incurrence of qualified expenses.

Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). The length of time used for "available" for purposes of revenue recognition in the governmental fund financial statements is 60 days. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities in the current period. Revenues susceptible to accrual include property taxes, and state aid, and interest revenue. Other revenues are not susceptible to accrual because generally they are not measurable until received in cash. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt which are recorded when due.

**5. Budgets and Budgetary Accounting**

Budgets shown as required supplementary information to the financial statements were prepared on a basis consistent with U.S. generally accepted accounting principles and the basis used to reflect actual results. The Library employs the following procedures in establishing the budgetary data reflected in the financial statements.

The Library does not maintain a formalized encumbrance accounting system. All annual appropriations lapse at fiscal year end.

- a. The Library prepares the proposed operating budget for the fiscal year commencing July 1. The operating budget includes proposed expenditures and resources to finance them.
- b. Prior to incurring significant expenditures, the budget is legally enacted through Library Board action.
- c. The budget is legally adopted at the total expenditure level and maintained at the function level.
- d. Budgeted amounts are reported as originally adopted and as amended by the Library Board during the year.

Marshall District Library

NOTES TO FINANCIAL STATEMENTS

June 30, 2008

**NOTE A: DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**6. Cash, Cash Equivalents, and Investments**

Cash and cash equivalents consist of money market checking, savings accounts, and pooled investment trust.

Investments include certificates of deposit with an original maturity of greater than 90 days from the date of purchase.

**7. Receivables**

Receivables consist of penal fines, interest, and other amounts due from organizations or other governments.

**8. Property Taxes**

The participating City and Townships levy and collect property taxes for the Library. As the Library tax is collected it is remitted by the City and Township Treasurers. At March 1 each year, the City and Townships settle their delinquent taxes with the County Treasurer and the unpaid real property tax is remitted to the Library by the County Treasurer in Calhoun County. Delinquent personal property taxes are retained by the Treasurers for subsequent collection. In Michigan, District Libraries are permitted to levy up to \$3 per \$1,000 of assessed valuation on property within the District. Voters in the Marshall District Library approved a levy of 1.693 mills for general operating and 1.000 mills for building debt. The building debt is authorized for twenty (20) years commencing February 13, 1997. For the year ended June 30, 2008, the Library levied 1.6711 mills for operations and .3600 mills for building debt, respectively.

**9. Capital Assets**

Capital assets include land, buildings, equipment, and collections and are recorded (net of accumulated depreciation, if applicable) in the government-wide financial statements under the governmental activities column. Capital assets are those with an initial individual cost of \$500 or more and an estimated useful life of more than one year. Capital assets are not recorded in the governmental funds. Instead, capital acquisition and construction are reflected as expenditures in the governmental funds and the related assets are reported in the government-wide financial statements. All purchased capital assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated fair market value on the date received.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Depreciation is computed using the straight-line method over the following useful lives:

Buildings and additions	10 - 40 years
Equipment and furniture	3 - 20 years
Collections	5 years

**10. Compensated Absences**

In accordance with the Library personnel policies, individual employees have vested rights upon termination of employment to receive payment for unused vacation and sick leave under formulas and conditions specified in the respective personnel policies and/or contracts.

Vested vacation and sick leave earned as of June 30, 2008, including related payroll taxes, is recorded in the government-wide financial statements.

NOTES TO FINANCIAL STATEMENTS

June 30, 2008

**NOTE A: DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**11. Long-Term Obligations**

Long-term debt and other long-term obligations are recognized as a liability in the government-wide financial statements when incurred. The portion of those liabilities expected to be paid within the next year is a current liability with the remaining amounts shown as long-term.

Long-term debt is recognized as a liability of a governmental fund when due or when resources have been accumulated in the Debt Service Fund for a payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund.

**12. Interfund Transactions**

During the course of normal operations, the Library has numerous transactions between funds, including expenditures and transfers of resources to provide services and service debt. The accompanying financial statements generally reflect such transactions as transfers. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements.

**13. Comparative Data**

Comparative data for the prior year has not been presented in the accompanying financial statements since the inclusion of comparative data would make the statements unduly complex and difficult to read.

**NOTE B: CASH, CASH EQUIVALENTS, AND INVESTMENTS**

In accordance with Michigan Compiled Laws, the Marshall District Library is authorized to invest in the following investment vehicles:

1. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
2. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a State or nationally chartered bank or a State or Federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office located in this State under the laws of the State or the United States, but only if the bank, savings and loan association, or credit union is eligible to be a depository of surplus funds belonging to the State under Section 5 or 6 of Act No. 105 of the Public Acts of 1855, as amended, being Section 21.145 and 21.146 of the Michigan Compiled Laws.
3. Commercial paper rated at the time of purchase within the three (3) highest classifications established by not less than two (2) standard rating services and which matures not more than 270 days after the date of purchase.
4. The United States government or federal agency obligations repurchase agreements.
5. Bankers acceptances of United States banks.
6. Mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

Marshall District Library

NOTES TO FINANCIAL STATEMENTS

June 30, 2008

**NOTE B: CASH, CASH EQUIVALENTS, AND INVESTMENTS - CONTINUED**

Federal Deposit Insurance Corporation (FDIC) regulations provide that deposits of governmental units are to be separately insured for the amount of \$100,000 for deposits in an insured bank for savings deposits and \$100,000 for demand deposits. Furthermore, if specific deposits are regulated by statute or bond indenture, these specific deposits are to be separately insured for the amount of \$100,000. Michigan Compiled Laws allow for collateralization of government deposits if the assets for pledging are acceptable to the State Treasurer under Section 3 of 1855 PA 105, MCL 21.143, to secure deposits of State surplus funds, securities issued by the Federal Loan Mortgage Corporation, Federal National Mortgage Association, or Government National Mortgage Association.

Deposits

There is custodial credit risk as it relates to deposits. In the case of deposits, this is the risk that in the event of a bank failure, the Library's deposits may not be returned to it.

Deposits of the Library are at federally insured banks located in the State of Michigan with all accounts maintained in the name of Marshall District Library. As of June 30, 2008, the carrying amount of the Library's deposits was \$504,025 and the bank balance was \$513,509, of which \$321,979 was covered by Federal depository insurance. The balance of \$191,530 was uninsured and uncollateralized.

Due to significantly higher cash flow at certain periods during the year, the amount the Library held as cash, cash equivalents, and investments increased significantly. As a result, the amount of uninsured and uncollateralized cash, cash equivalents, and investments were substantially higher at these peak periods than at year-end.

As of June 30, 2008, the carrying amount and bank balances for each type of bank account are as follows:

<u>Account Type</u>	<u>Carrying Amount</u>	<u>Bank Balance</u>
Checking	\$ 299,842	\$ 309,326
Savings	28,450	28,450
Certificates of deposit	<u>175,733</u>	<u>175,733</u>
TOTAL	<u>\$ 504,025</u>	<u>\$ 513,509</u>

Investments

As of June 30, 2008, the carrying and market value for the investment is as follows:

<u>Investment Type</u>	<u>Carrying Amount</u>	<u>Market Value</u>	<u>Weighted Average Maturity (Days)</u>
Uncategorized pooled investment funds			
Public Funds Investment Trust	<u>\$ 3,840</u>	<u>\$ 3,840</u>	Less than 90 days

The cash and cash equivalents captions in the basic financial statements includes \$100 in imprest cash.

Marshall District Library

NOTES TO FINANCIAL STATEMENTS

June 30, 2008

**NOTE B: CASH, CASH EQUIVALENTS, AND INVESTMENTS - CONTINUED**

Credit risk

State law limits investments in certain types of investments to a prime or better rating issued by nationally recognized statistical rating organizations (NRSRO's). As of June 30, 2008, the Library's investment in the Public Funds Investment Trust was given an AAA rating.

Interest rate risk

The Library has adopted a policy that indicates the Library will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by limiting the weighted average maturity of its investment portfolio to less than a given period of time.

Concentration of credit risk

The Library has adopted a policy that indicates the Library will minimize concentration of credit risk, which is the risk of loss attributed to the magnitude of the Library's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

Custodial credit risk

The Library has adopted a policy that indicates the Library will minimize custodial credit risk, which is the risk that in the event of the failure of the counterparty the Library will not be able to recover the value of its investments that are in possession of an outside party.

**NOTE C: INTERFUND TRANSFERS**

Permanent reallocation of resources between funds of the reporting entity is classified as interfund transfers. For the purpose of the statement of activities, all interfund transfers between individual governmental funds have been eliminated.

Transfer to General Fund from:	
Hughes Trust (Special Revenue) Fund	\$ <u>10,426</u>
Transfer to Hughes Trust (Special Revenue) Fund from:	
Nonmajor governmental funds	\$ <u>276</u>

**NOTE D: INTERFUND RECEIVABLES AND PAYABLES**

The amount of interfund receivables and payables at June 30, 2008, are as follows:

Due to 2006 Refunding Bonds Fund from:	
General Fund	\$ <u>10,922</u>

Amounts appearing as interfund payables and receivables arise from two types of transactions. One type of transaction is where a fund will pay for a good or service that at least a portion of the benefit belongs to another fund. The second type of transaction is where one fund provides a good or service to another fund. Balances at the end of the year are for transfers that have not cleared as of the balance sheet date.

Marshall District Library

NOTES TO FINANCIAL STATEMENTS

June 30, 2008

**NOTE E: CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2008, was as follows:

	Balance July 1, 2007	Additions	Deletions	Balance June 30, 2008
Capital assets, not being depreciated:				
Land	\$ 11,000	\$ -	\$ -	\$ 11,000
Capital assets, being depreciated:				
Buildings and additions	2,619,247	2,944	-	2,622,191
Equipment and furniture	181,707	100,137	( 88,006 )	193,838
Collections	969,147	122,185	( 62,399 )	1,028,933
Total capital assets, being depreciated	3,770,101	225,266	( 150,405 )	3,844,962
Less accumulated depreciation for:				
Buildings and additions	( 639,515 )	( 68,696 )	-	( 708,211 )
Equipment and furniture	( 141,258 )	( 19,742 )	87,985	( 73,015 )
Collections	( 754,391 )	( 85,611 )	62,399	( 777,603 )
Total accumulated depreciation	( 1,535,164 )	( 174,049 )	150,384	( 1,558,829 )
Net capital assets, being depreciated	2,234,937	51,217	( 21 )	2,286,133
Capital assets, net	\$ 2,245,937	\$ 51,217	\$ ( 21 )	\$ 2,297,133

The current year depreciation expense of \$174,049 has been adjusted by \$21 for the disposal of capital assets during the year in accordance with the GASB Statement No. 34 implementation guide which states immaterial losses may be handled as an adjustment to the current period's depreciation expense.

**NOTE F: LONG-TERM DEBT**

The following is a summary of changes in long-term debt (including current portions) of the Library for the year ended June 30, 2008.

	Balance July 1, 2007	Additions	Deletions	Balance June 30, 2008	Amounts Due Within One Year
2006 Refunding Bonds	\$ 1,455,000	\$ -	\$ ( 140,000 )	\$ 1,315,000	\$ 140,000
Compensated absences	17,766	34,733	( 32,141 )	20,358	6,786
	1,472,766	34,733	( 172,141 )	1,335,358	146,786
Add deferred amounts on refunding	68,649	-	( 7,628 )	61,021	-
Total	\$ 1,541,415	\$ 34,733	\$ ( 179,769 )	\$ 1,396,379	\$ 146,786



Marshall District Library  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2008

**NOTE F: LONG-TERM DEBT - CONTINUED**

Significant details regarding outstanding long-term debt (including current portions) are presented below.

General Obligation Bonds

\$1,590,000 Refunding Bonds dated March 28, 2006, due in annual installments ranging from \$145,000 to \$180,000 through May 1, 2016, with interest of 3.50 to 4.75 percent, payable semi-annually.

\$ 1,315,000

The annual requirements to pay the debt principal and interest outstanding are presented below.

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>
2009	\$ 145,000	\$ 57,150
2010	150,000	51,713
2011	155,000	46,088
2012	160,000	39,888
2013	170,000	33,488
2014-2016	<u>535,000</u>	<u>51,063</u>
	<u>\$ 1,315,000</u>	<u>\$ 279,388</u>

Advance Refunding - Prior

On March 28, 2006 the Library defeased the portion of the 1996 Building and Site Bonds, which were due and payable May 1, 2006 through May 1, 2016. This was accomplished by establishing an irrevocable trust with an escrow agent composed of cash and U.S. government securities sufficient to meet the applicable principal and interest obligations. The Library issued General Obligation 2006 Refunding Bonds in the amount of \$1,590,000 to provide resources to fund the escrow amounts and pay the costs of issuance of the refunding bonds. Accordingly, the trust account assets and liabilities for the defeased bonds are not included in the Library's financial statements. At June 30, 2008, bonds due and payable May 1, 2009 through May 1, 2016 for the 1996 Building and Site Bonds in the amount of \$1,335,000 are considered defeased. The amount defeased exceeded the amount transferred to the escrow agent by \$83,905. This amount is being added to the new debt and amortized over the life of the new debt, which is the same as the life of the refunded debt.

Compensated Absences - In accordance with Library personnel policies, individual employees have rights upon termination of employment to receive payment for unused paid time off (PTO) under the formulas and conditions specified in the personnel policies. The dollar amount of these rights including related payroll taxes amounted to \$20,358 for compensated absences at June 30, 2008. This amount has been recorded in the government-wide financial statements.

**NOTE G: RISK MANAGEMENT**

The Library is exposed to various risks of loss for liability, property, employee dishonesty, and employer's liability for which the Library carries commercial insurance. The Library also participates in a State Pool, the Michigan Municipal Workers Compensation Fund, with other municipalities for worker's compensation losses. The pool is organized under Public Act 317 of 1969, as amended. In the event the pool's claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessment to make up the deficiency. The Library has not been informed of any special assessments being required.

Marshall District Library

NOTES TO FINANCIAL STATEMENTS

June 30, 2008

**NOTE H: DEFINED BENEFIT PENSION PLAN**

Plan Description

The Library participates in the Michigan Municipal Employees Retirement System, an agent multiple-employer defined benefit pension plan that covers all eligible retirees of the Library. The system provides retirement, disability, and death benefits to plan members and their beneficiaries. The Michigan Municipal Employees Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the system. That report may be obtained by writing to the System at 1134 Municipal Way, Lansing, Michigan 48917.

Funding Policy

The obligation to contribute to and maintain the system for these employees was established by the Library Board. In accordance with the former Director's contract, the Library contributes the amounts necessary to fund the system.

Annual Pension Cost

For the year ended June 30, 2008, the Library's annual pension cost of \$1,380 for the plan was equal to the Library's required and actual contribution. The estimated annual required contribution was determined as part of an actuarial valuation at December 31, 2005, using the entry actual age cost method. Actual required contributions are based on current monthly payroll times an actuarially computed employer contribution rate. Significant actuarial assumptions used include a (a) 8.00 percent investment rate of return (b) projected salary increases of 4.5 percent per year compounded annually, attributable to inflation (c) additional salary increases ranging from 0% to 8.4% per year depending on age, seniority and merit, and (d) assumption benefits will increase 2.5% each year after retirement. The actuarial value of assets was determined using techniques that smooth the effects of short term volatility over a four (4) year period. The unfunded actuarial liability is being amortized as a level percentage of payroll over a period of thirty-two (32) years.

Three (3) year trend information

	Year Ended December 31,		
	<u>2005</u>	<u>2006</u>	<u>2007</u>
Actuarial value of assets	\$ 245,374	\$ 247,973	\$ 244,806
Actuarial accrued liability (AAL)	277,505	276,340	274,716
Unfunded (Overfunded) AAL	32,131	28,367	29,910
Funded ratio	88%	90%	89%
Covered payroll	-0-	-0-	-0-
UAAL as a percentage of covered payroll	N/A	N/A	N/A

	Year Ended June 30,		
	<u>2006</u>	<u>2007</u>	<u>2008</u>
Annual pension cost	\$ -0-	\$ 7,296	\$ 1,380
Percentage of APC contributed	N/A	100%	100%
Net pension obligation	-	-	-

Marshall District Library

NOTES TO FINANCIAL STATEMENTS

June 30, 2008

**NOTE I: DEFINED CONTRIBUTION PLAN**

Beginning July 1, 2005, the Library offers a Defined Contribution Plan created in accordance with Internal Revenue Code Section 401 to its employees. The plan is managed by ICMA (International City/County Management Association). For this plan, the Library contributes 5% of an employee's compensation for all eligible enrolled employees. In addition, the Library matches dollar for dollar the contributions of the individual employees up to 5%, if they choose to contribute.

For the year ended June 30, 2008, the Library contributed a combined amount of \$33,636 to the defined contribution plan for its employees.

**NOTE J: POST-EMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS**

The Library provides medical coverage in accordance with current policies to eligible retirees and dependents at no cost to the participants. To qualify, retirees must be receiving pension payments from a retirement system maintained by the Library or another system approved by the Library. The expense is recorded as incurred. Currently, the Library has one employee participating in the benefits and the expense for the year ended June 30, 2008, was \$11,671.

**UPCOMING REPORTING CHANGE**

The Governmental Accounting Standards Board has released Statement Number 45, *Accounting and Reporting By Employers for Postemployment Benefits Other Than Pensions*. The pronouncement provides guidance for local units of government in recognizing the cost of retiree health care, as well as any "other" postemployment benefits (other than pensions). The new rules will cause the government-wide financial statements to recognize the cost of providing retiree health care coverage over the working life of the employee, rather than at the time the health care premiums are paid. The new pronouncement is effective for the year ending June 30, 2010.

**NOTE K: FUND BALANCE RESERVES AND DESIGNATIONS**

Reserved fund balances are used to earmark a portion of fund balance to indicate that it is not appropriate for expenditure or has been legally segregated for a specific future use. Designated fund balance and net assets indicates that portion of the fund equity which the Library has set aside for specific purposes.

The following are fund balance reserves as of June 30, 2008:

General Fund	
Reserved for prepaid expenditures	\$ <u>5,553</u>
Hughes Trust (Permanent) Fund	
Nonexpendable principal	\$ <u>5,750</u>

The following is a fund balance designation as of June 30, 2008:

2006 Refunding Bonds Fund	
Designated for debt service	\$ <u>13,059</u>

Marshall District Library

NOTES TO FINANCIAL STATEMENTS

June 30, 2008

**NOTE L: RESTRICTED NET ASSETS**

Restrictions of net assets shown in the government-wide financial statements indicate that restrictions imposed by the funding source or some other outside source preclude their use for unrestricted purposes. The following are the net asset restrictions as of June 30, 2008:

Restricted for:	
Trust activities	\$ 5,750
Debt service	<u>3,534</u>
	<u>\$ 9,284</u>

**NOTE M: SUBSEQUENT EVENT**

In July 2008, the Library purchased capital assets to update outdated items and create new options for Library patrons. Two (2) copiers were purchased for general Library use for \$6,070 and fifteen (15) laptops were purchased with \$7,672 of grant funds from the Youth Arts Fund and \$6,613 from the General Fund.

## **REQUIRED SUPPLEMENTARY INFORMATION**

## Marshall District Library

## General Fund

## BUDGETARY COMPARISON SCHEDULE

Year Ended June 30, 2008

	Budgeted Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
REVENUES				
Taxes	\$ 834,367	\$ 803,651	\$ 804,881	\$ 1,230
Intergovernmental	6,100	6,561	13,222	6,661
Penal fines	64,000	52,990	53,243	253
Library fees and fines	19,000	23,480	23,825	345
Interest	18,000	12,825	13,297	472
Other	45,000	101,036	101,036	-0-
TOTAL REVENUES	986,467	1,000,543	1,009,504	8,961
EXPENDITURES				
Current				
Recreation and cultural				
Salaries and wages	512,981	499,055	501,677	(2,622)
Fringe benefits	124,943	121,056	119,597	1,459
Supplies	20,000	20,500	20,287	213
Contracted services	130,864	42,283	41,341	942
Marketing	4,000	4,319	4,319	-0-
Insurance	8,000	6,330	6,330	-0-
Communications	6,200	6,878	6,878	-0-
Utilities	34,000	29,128	29,128	-0-
Programming	8,000	9,500	9,475	25
Transportation and training	7,000	11,200	11,155	45
Repairs and maintenance	31,000	27,500	27,028	472
Other	21,051	18,358	18,361	(3)
Total recreation and cultural	908,039	796,107	795,576	531
Capital outlay				
Books, other collections, and memberships	104,375	124,000	122,185	1,815
Equipment	7,000	4,400	3,372	1,028
Circulation system	6,000	98,845	98,845	-0-
Total capital outlay	117,375	227,245	224,402	2,843
TOTAL EXPENDITURES	1,025,414	1,023,352	1,019,978	3,374
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(38,947)	(22,809)	(10,474)	12,335
OTHER FINANCING SOURCES				
Transfers in	40,864	10,426	10,426	-0-
NET CHANGE IN FUND BALANCE	1,917	(12,383)	(48)	12,335
Fund balance, beginning of year	366,081	366,081	366,081	-0-
Fund balance, end of year	\$ 327,134	\$ 343,272	\$ 366,033	\$ 12,335

## Marshall District Library

## Hughes Trust Fund

## BUDGETARY COMPARISON SCHEDULE

Year Ended June 30, 2008

	Budgeted Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
REVENUES				
Interest	\$ 2,500	\$ 3,350	\$ 3,357	\$ 7
Other				
Contributions	8,000	3,010	3,000	(10)
TOTAL REVENUES	10,500	6,360	6,357	(3)
EXPENDITURES				
Current				
Other	-	1,175	1,175	-0-
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	10,500	5,185	5,182	(3)
OTHER FINANCING SOURCES (USES)				
Transfers in	30,000	-	276	276
Transfers out	(36,300)	(10,426)	(10,426)	-0-
TOTAL OTHER FINANCING SOURCES (USES)	(6,300)	(10,426)	(10,150)	276
NET CHANGE IN FUND BALANCE	4,200	(5,241)	(4,968)	273
Fund balance, beginning of year	103,401	103,401	103,401	-0-
Fund balance, end of year	\$ 107,601	\$ 98,160	\$ 98,433	\$ 273

## **OTHER SUPPLEMENTARY INFORMATION**



Marshall District Library  
Nonmajor Governmental Funds  
COMBINING BALANCE SHEET  
June 30, 2008

	<u>Special Revenue</u>	<u>Permanent</u>	<u>Total</u>
	Youth Arts	Hughes Trust	Nonmajor Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 17,667	\$ -	\$ 17,667
Investments	-	5,750	5,750
	<u>17,667</u>	<u>5,750</u>	<u>23,417</u>
TOTAL ASSETS	<u>\$ 17,667</u>	<u>\$ 5,750</u>	<u>\$ 23,417</u>
LIABILITIES AND FUND BALANCES			
LIABILITIES	\$ -	\$ -	\$ -0-
FUND BALANCES			
Reserved for:			
Hughes nonexpendable principal	-	5,750	5,750
Unreserved			
Undesignated, reported in:			
Special revenue fund	<u>17,667</u>	<u>-</u>	<u>17,667</u>
	<u>17,667</u>	<u>5,750</u>	<u>23,417</u>
TOTAL FUND BALANCES	<u>17,667</u>	<u>5,750</u>	<u>23,417</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 17,667</u>	<u>\$ 5,750</u>	<u>\$ 23,417</u>

Marshall District Library

Nonmajor Governmental Funds

COMBINING STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES

Year Ended June 30, 2008

	Special Revenue	Permanent	Total
	Youth Arts	Hughes Trust	Nonmajor Governmental Funds
REVENUES			
Interest	\$ 239	\$ 276	\$ 515
Other			
Grants	49,924	-	49,924
Other	4,243	-	4,243
TOTAL REVENUES	54,406	276	54,682
EXPENDITURES			
Current			
Recreation and cultural	36,739	-	36,739
EXCESS OF REVENUES OVER EXPENDITURES	17,667	276	17,943
OTHER FINANCING USES			
Transfers out	-	(276)	(276)
NET CHANGE IN FUND BALANCES	17,667	-0-	17,667
Fund balances, beginning of year	-	5,750	5,750
Fund balances, end of year	\$ 17,667	\$ 5,750	\$ 23,417

Principals

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENTS**

Members of the Board of Trustees  
Marshall District Library  
Marshall, Michigan

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Marshall District Library as of and for the year ended June 30, 2008, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated November 3, 2008. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Marshall District Library's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly we do not express an opinion on the effectiveness of the Library's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we considered to be a significant deficiency.

A *control deficiency* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *significant deficiency* is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with accounting principles generally accepted in the United States of America such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the following deficiency to be a significant deficiency in internal control:

PREPARATION OF FINANCIAL STATEMENTS

Statement on Auditing Standards No. 112 titled *Communicating Internal Control Related Matters Identified in an Audit*, requires us to communicate when a client requires assistance in the preparation of financial statements and the related footnotes that are required in accordance with accounting principles generally accepted in the United States of America. The annual financial statements for the year ended June 30, 2008 for the Marshall District Library required relatively few adjustments. The staff at the Library do understand all of the information included in the financial statements, and as such are able to take responsibility for the content. This issue was noted and reported in our comments last year. We are communicating these circumstances as required by professional standards, and do not see a need for any change in the situation at this time.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Library's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies and, accordingly, would not necessarily identify all deficiencies in internal control that might be considered to be material weaknesses. However, we do not believe that the significant deficiency described above is a material weakness.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no such instances of noncompliance.

This report is intended solely for the information and use of management and Board of Trustees of the Marshall District Library, others within the Library, and applicable departments of the State of Michigan and is not intended to be and should not be used by anyone other than these specified parties.

*Abraham & Gaffney, P.C.*

ABRAHAM & GAFFNEY P.C.  
Certified Public Accountants

November 3, 2008